


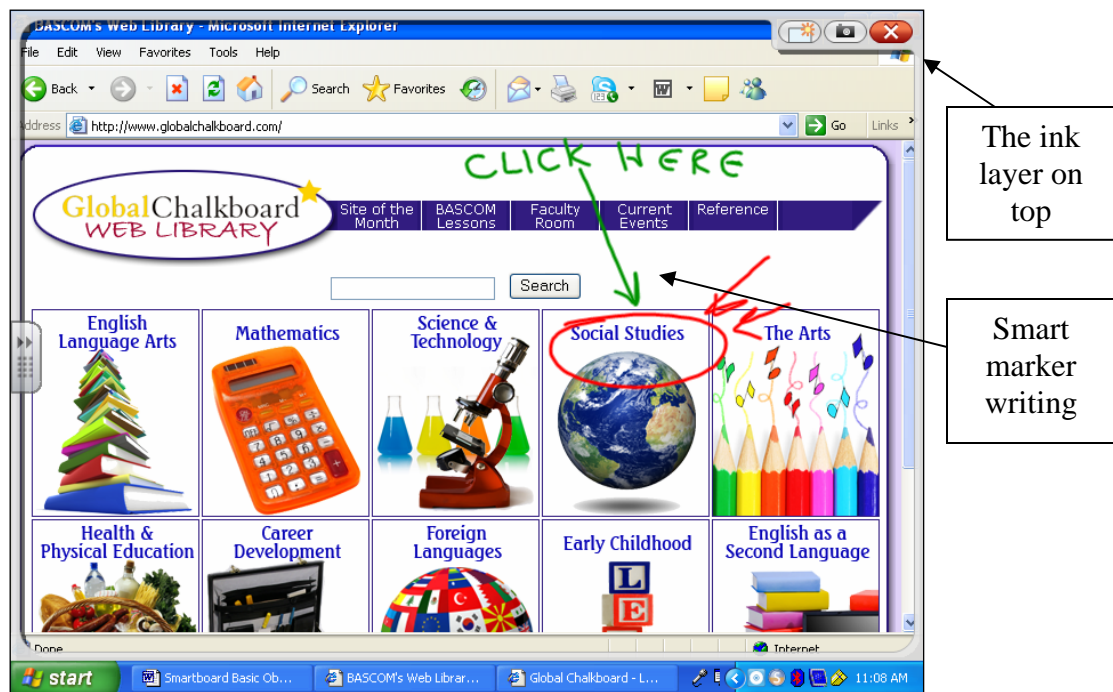
Smartboard and Notebook 10—What's New


Smartboard Markers and Eraser (for use with all programs):

- You may use your *finger* as the *mouse*.
- *Press down twice to double click*
- *Hold your finger down for a few seconds to right click* and a dialog box will appear with choices.
- *Picking up a marker* allows you to *write* on the Smartboard in the *color* of the marker. **While holding the marker, you can also write with your hand.**
- *Picking up an eraser* only allows you to erase the marker writing on the Smartboard. **While holding the eraser, you can also erase with your hand.**

Using the Default Settings for the Ink Layer

When you pick up a Smartboard marker or eraser to use with most software, the writing is placed on a *layer* (the ink layer) that is on top of the screen. However, **when using the default settings**, you will have to clear this layer to use the mouse. Click on the  on top right of the screen to remove the layer. Once the layer is cleared, the writing will disappear and you will be able to use the mouse as usual.



Click on the  to remove the layer (and the markings)
Click on the Camera icon to capture the image (*Note: The Smart Notebook software will automatically open with a screen shot of the image*).



You can draw on this image in the Smart Notebook software without any problems with the layers (and still use the mouse—a big advantage).

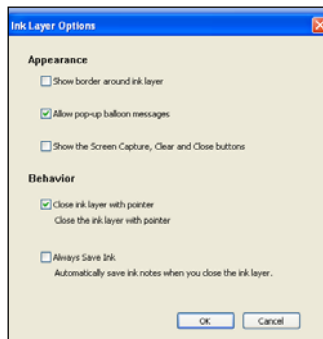
Click on the *Sun* icon to erase the writing but not the layer



Smart Notebook 10 software works the **best** with the markers because there are **no layers**. As a result, you can use your finger as a mouse as well as the markers and eraser. Certain other ink aware programs including *Microsoft Word* and *PowerPoint* also don't have ink layers.

Making the Ink Layer Behave as it did in the Previous Versions

You do have options that will automatically close the ink layer when you use your finger as a mouse to save a step. This is the way it worked in the older versions of Notebook software. If you would prefer this option, you need to change the settings as shown below:



Use a marker to draw something on the screen—this will bring up the ink layer

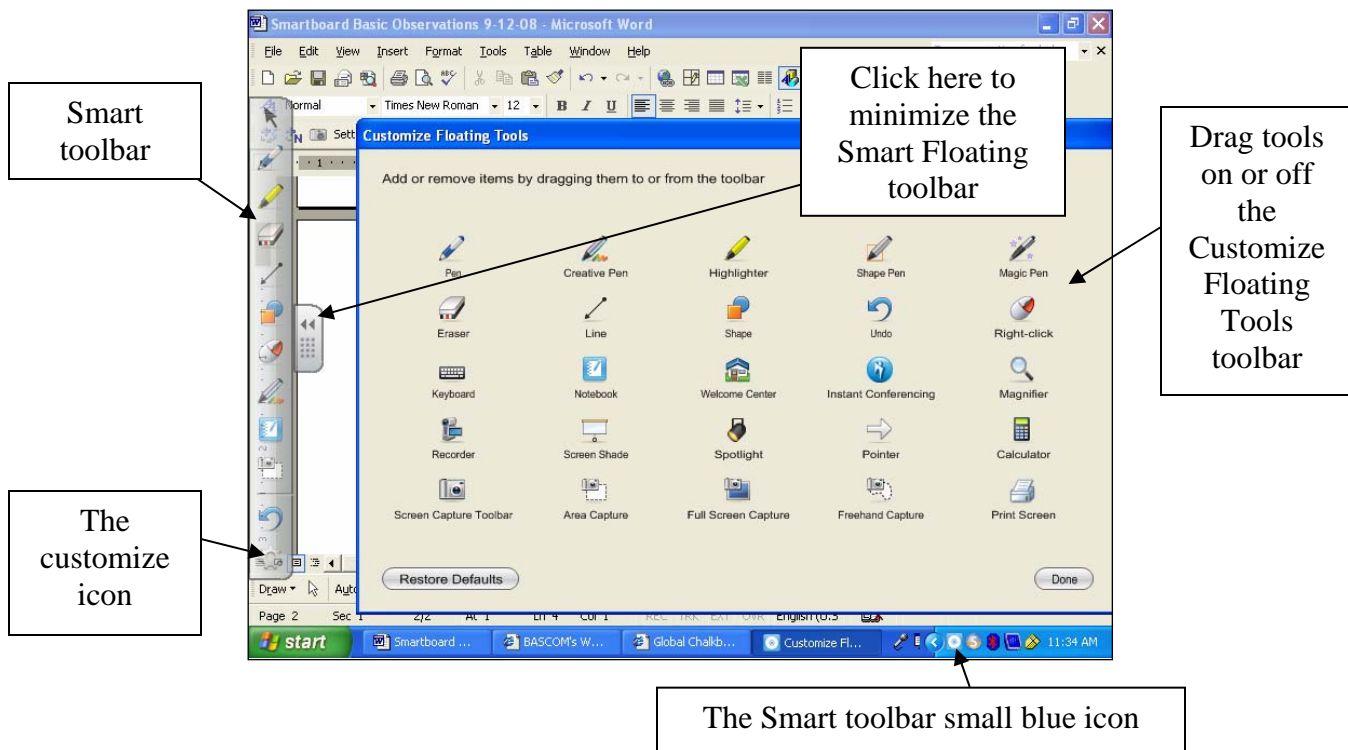
Right click the mouse anywhere on this layer

Select *Ink Layer Options*

If you check off the boxes shown in the diagram to the left, your Smartboard will automatically close the *ink layer* when you use your finger as a mouse as it did in the earlier versions.

Customizing the Smart Floating Tools Toolbar

The *Smart Floating Tools Toolbar* contains valuable features that can be used with your Smartboard such as the *screen capture toolbar*, the *screen shade* and *magnifier*. You can add or remove tools by clicking on the **customize** icon on the bottom of the Smart toolbar (see diagram below). Then you can *drag* tools on and off the toolbar as needed. These settings will hold for future logins.

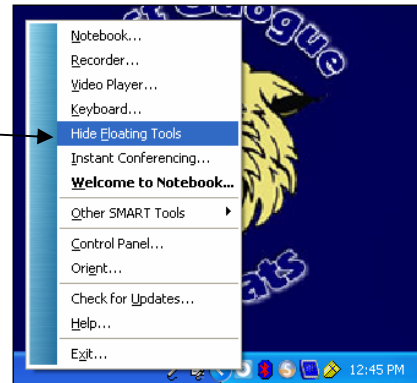


Removing or Minimizing the Smart Notebook Floating Toolbar

To *minimize* the *Smart Toolbar* to make it take up less space, click on the ◀ on the toolbar (see diagram on the bottom of page 2). To bring it back to full size, click on ▶.

The **entire** *Smartboard tools toolbar* can be entirely **removed** by clicking on the small blue icon on the system tray and selecting Hide Floating tools.

You can get the tool back by clicking on the small blue icon and selecting Show Floating Tools



The Smart Capture Toolbar

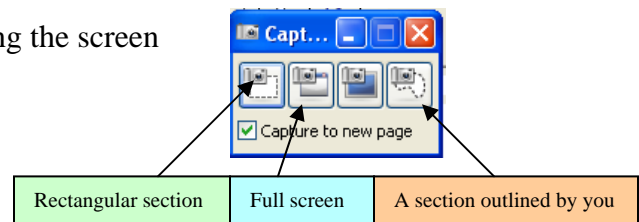
This feature will automatically capture an image of the entire screen or sections of the screen. The *Smart Notebook software* automatically opens with the captured image as a slide. If the *Smart Notebook software* is already open, it will add a new slide with the captured image. Then you can use the markers to annotate this screen shot.

You may access the Smart Capture Toolbar in 2 ways

1. Click on the *small blue icon* on the system tray and select *Other Smart Tools* and then *Screen Capture Toolbar*
2. You can *add the Screen Capture Toolbar* to the *Smart Floating Toolbar* for easy access (See Customizing the Smart Floating Tools Toolbar on page 2)

The Smart Capture Toolbar has options for capturing the screen

- A *full screen* capture
- a *rectangular section* of the screen
- a *section of the screen outlined by you*

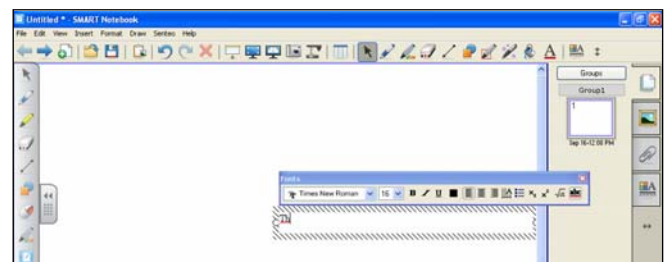


Important Shortcut for Creating a Text Box in Smart Notebook Software

Open Smart Notebook

Click once on your slide with the mouse

Start typing and a text box will be automatically inserted with all of the formatting options (see diagram on the right).



Some Interesting New Features in Smart Notebook 10

Themes

Themes are designs that can be applied to an entire Notebook file or individual slides.

To use *themes*, click on the picture frame icon and select Themes

Select a theme of your choice

Drag it on to the slide

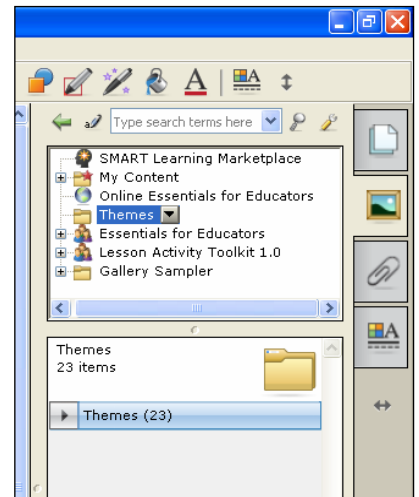
Choose an option for *all pages* or just an *individual page*

Any new slides will automatically use that *Theme* if you select the “all pages” option

To create your own Themes, click on the *arrow* to the right of Themes and select *Create New Theme*

Give the Theme a *name* and click on *Save*

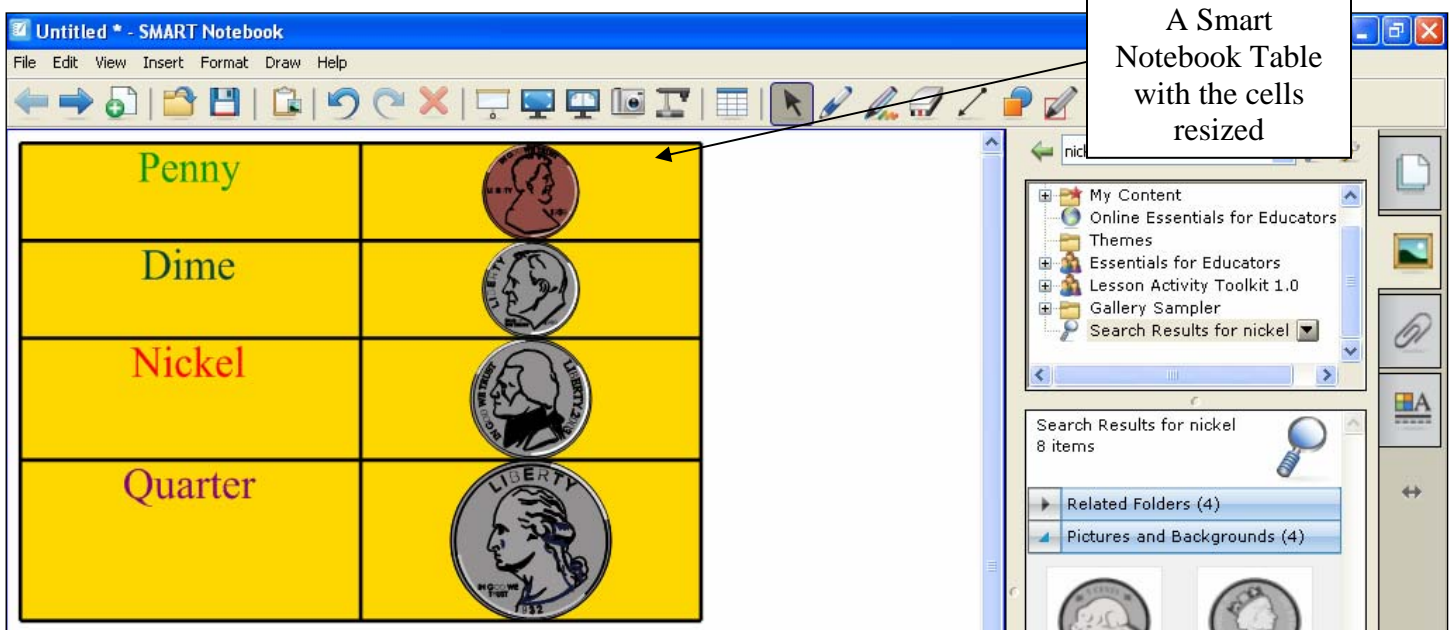
It will automatically be added to your Theme choices for you to use



Tables

Notebook 10 now has *tables* that can really help a presentation. To use tables, click on the *Table Tool* on the upper toolbar and select the number of rows or columns that you want. Then you can write in the cells or drag an image into the cells. Some facts about tables:

- The images will *shrink* or *enlarge* to fit the size of the table cell, but you can resize the cells by dragging the lines up, down, left or right
- You can color the cells by clicking on the *fill* tool (paint can icon)
- The *text* can be *formatted* to use different fonts, font size or colors as with any other text box
- You may move the table by dragging the mouse arrow around the entire table to select it. Then click on the small gray box on the upper left side of the table to move it.

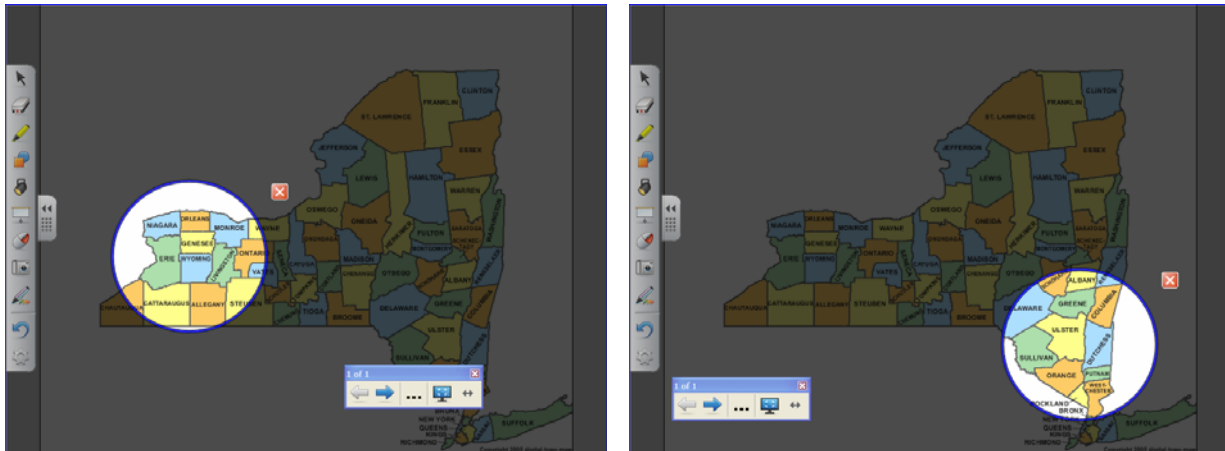


Magic Pen



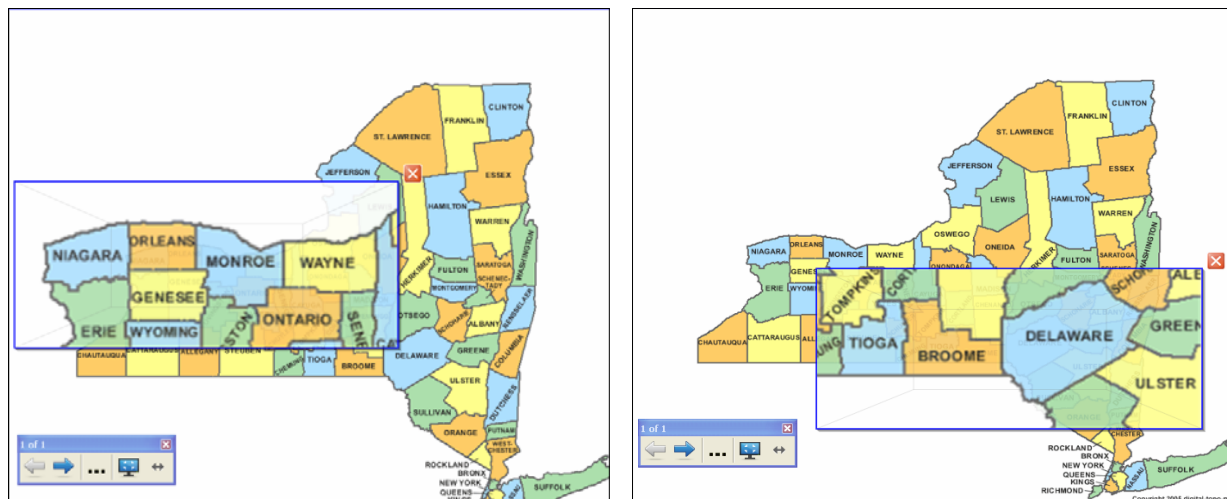
The magic pen can be used for a variety of functions as outlined below:

1. Click on the magic pen icon and draw a free form shape, letters or words and whatever you draw will fade out and disappear as it is viewed.
2. If you draw a circular shape, it will create a clear circle and blacken out the rest of the background. This can be good for highlighting specific information. The clear circle can be moved to highlight other parts of the slide (see diagrams below).



Note how the circle has been moved to highlight other information

3. If you draw a rectangle with the magic pen, it creates a rectangular magnifying glass that will magnify the information over which the rectangle is moved. Moving the rectangle will magnify other information as shown in the 2 diagrams below.



Dragging the rectangle to a different location magnifies other information.



Smart Notebook software has a separate spotlight tool and a magnifying glass tool. However, the magic pen brings up these valuable functions instantaneously which is a timesaver.

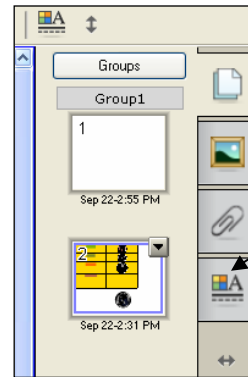
Object Animation

Any object can be animated (similar to PowerPoint). You can see the animation when switching to the full screen view or by clicking on the object.

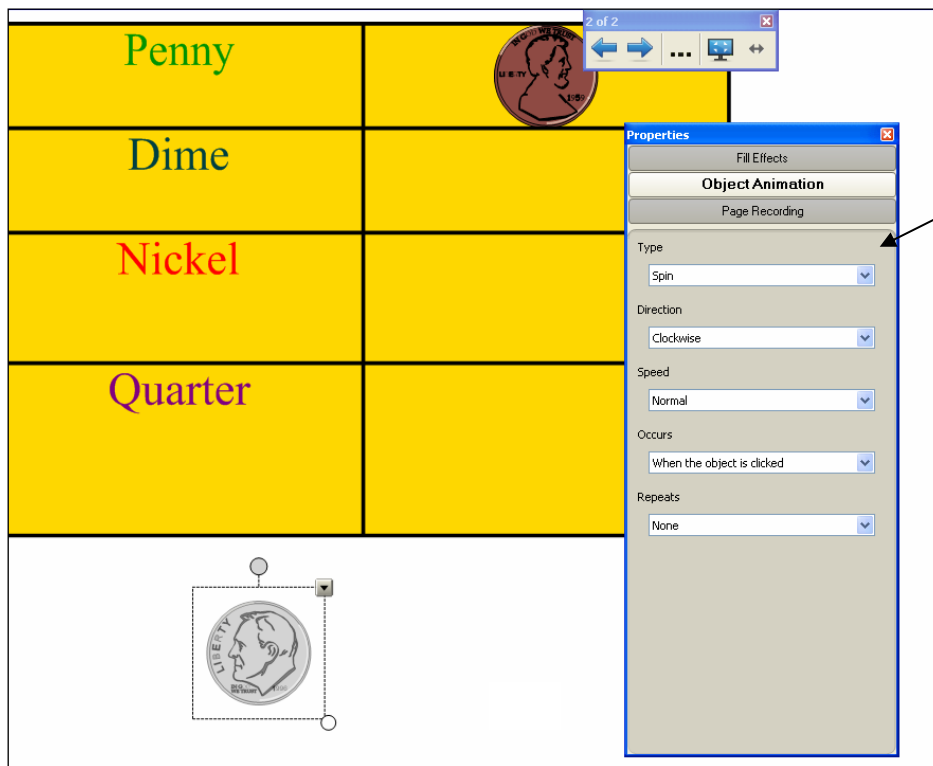
Follow these steps to animate:

- *Insert* an image and *click* on it
- Go to *Object Animation* on the upper right side of the screen
- Select a *type* as well as the other options
- *Test* it out

Note: If you don't see the object animation option, click on the properties tab to bring it up.



The properties tab

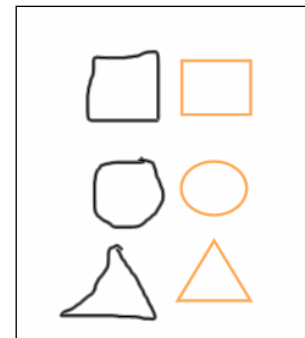


The Object Animation Toolbar

Shape Recognition Tool



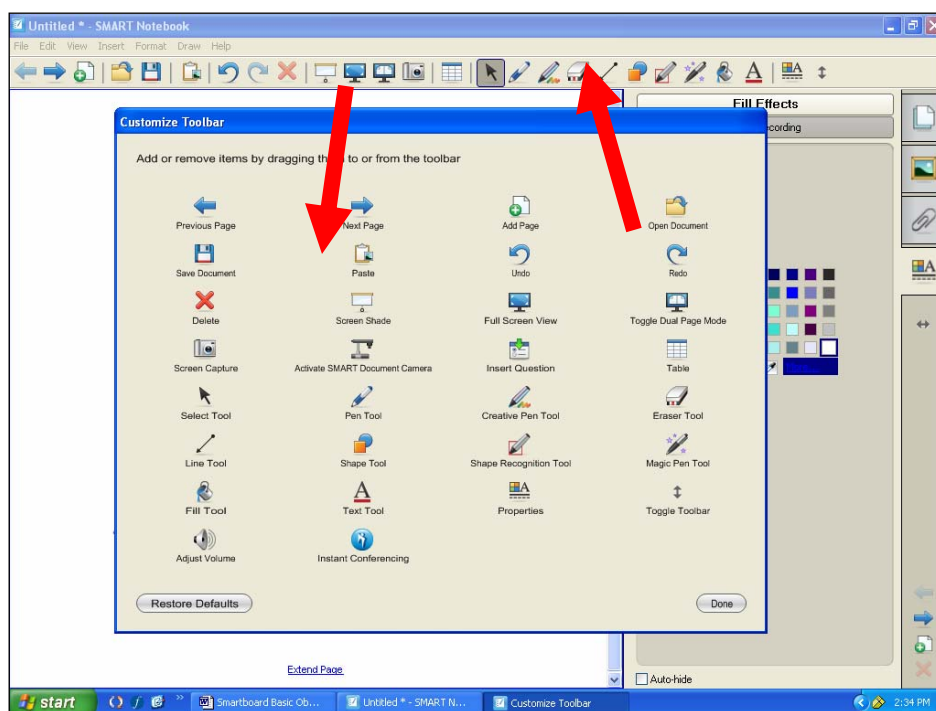
This tool will automatically convert a rough drawing to the shape that it thinks that you want to draw. Here are examples of some drawings and how they were converted using this tool. Just click on the tool and use it like any other marker:



Customizing the Smart Notebook 10 Toolbar

You can *add* or *remove* tools from the **Smart Notebook 10 Toolbar** as follows:

Right click anywhere on the *Smart Notebook 10* Toolbar to bring up all of the tools
Drag tools from the Customize Toolbar dialog box up to the toolbar to add them
Drag tools from the Toolbar to the Customize Toolbar dialog box to remove them
(see diagram below):



Lesson Activity Toolkit

The L.A.T. contains many interactive features that can stimulate the students and create interest in your lesson as never before. See the *Lesson Activity Toolkit* guide (below) for an explanation of many of these valuable tools. Creating content is self explanatory for the most part and just requires a bit of practice to get going!

Smartboard Guides on the East Quogue Website

For Further detailed explanations of the various functions of your Smartboard and the Smart Notebook 10 software, check out the guides on the East Quogue website. Go to **Support Services→Smartboard Links** and scroll down to one of the many helpful guides. Highly recommended are the following guides:

- Notebook Software Version 10 Toolbars
- Lesson Activity Toolkit
- Working with Notebook 10 Software Gallery Collections
- The Floating Tools toolbar